



MAROOCHYDORE
STATE HIGH SCHOOL

STRIVE AND SERVE

DEVICE INCLUSION PROGRAM CHARTER

Students and Parents

Please read the following Charter information. The Charter agreement page must be completed, signed and returned to the school before devices will be issued.

Device Inclusion Program Information

This program is designed to provide a laptop to a student in a family that is not financially capable of purchasing one. By providing a laptop to a student in this situation it will assist student learning, both at school and at home. This will also help teachers teach using this technology and not have inequity being a barrier for teaching and learning.

All computers, including laptops or notebooks used in the program are the property of Maroochydore State High School. They must be treated with care and respect at all times and returned in the same condition that they were supplied (no intentional damage or markings made to the device). If it is found that the student has not respected this device, immediate removal from the program will occur. The family may also be liable to pay for the replacement or repair of the device.

If your child wishes to bring their own device instead, they will need to sign up to the BYOx program and return this laptop. They cannot be in both programs due to the limited resources available to the school.

Eligibility Requirements

To be eligible to loan a machine from the school it must be proven that you are not financially capable of purchasing a device for your child to use at school. This is done to ensure that only those that genuinely need this program are the beneficiaries of it. This is done by the Business Manager or Principal. If you would like to be part of this program and think yourself eligible please hand this signed paperwork into the admin office and this will initiate the process.

The school will then be in touch with you regarding eligibility and availability of devices. If we are unable to offer a device due to a lack of resources we will let you know and you will be able to apply at the next available round. It is recommended that families on this program save to provide their student with a device so as to alleviate this risk in the following rounds.

Loan equipment

The equipment referred to in this charter consists of a laptop computer with charger and carry case.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'.

Each laptop will be:

- protected by anti-virus tools and automated updates
- able to connect to the school network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with the department's standard suite of productivity software including Microsoft Office

Equipment ownership

At the end of each round (rounds to be determined by the school), all laptops are to be returned to the school and will be removed from the school network. If the student still requires a machine and they still cannot afford it then the parent/guardian will have to apply again to be part of this program. The laptops will have all software and data erased and will be restored to their default state upon each return.

If the student leaves Maroochydore State High School, the laptop must be returned to the school. If the laptop is not returned, then a police report will be filed for the return of the device and all accessories. If anything cannot be returned and this is communicated to the school, reimbursement will be sought.

It is also a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.

Fee for provision of laptop

The fee associated with the use of one of these machines will be determined by the school. The school is incurring a cost to offer students this laptop package and this program will not be possible without a fee. Relevant parents/caregivers will be advised and will be able to opt out of the arrangement and return all of the items in the package if they do not agree to pay the fee or include it onto their payment plan.

Laptop care

The student is responsible for taking care of and securing the laptop and accessories at all times. At school it is recommended that the student keep the laptop secured in their locker when not in use.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

Data security

The student is responsible for the backup of all of their data. Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

While at school, students are able to save a copy of their data to the school network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the laptop for use away from the school network. The backup of this data is the responsibility of the student and should be copied to an external device such as a USB stick, an external hard drive or to the student's school supplied OneDrive.

Students should also be aware that, in the event that any repairs need to be carried out or the machine is returned for whatever reason, the contents of the laptop may be deleted and the storage media reformatted.

Passwords

Passwords must not be obvious or easily guessed. They must be kept confidential, and changed when prompted or when known or suspected to be known by another user.

Acceptable computer and internet use

The Maroochydore State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a proactive, productive and effective whole school approach to discipline. This policy also forms part of the Device Inclusion Program. The electronic device guidelines apply to the use of the laptop and internet both on and off the school grounds.

There are a few additional conditions that students should adhere to. Students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.

- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard.
- use unauthorised programs and intentionally download unauthorised software or media.
- intentionally damage or disable computers or computer systems.
- use the laptop for unauthorised commercial activities, political lobbying, on line gambling or any unlawful purpose.

Student use of internet and online communication services can be audited and traced to the account of the user. The internet may be restricted or suspended for any student at any time if the school deems this necessary. Students should report any online access to inappropriate material even if accidental.

Elevated user privileges

Students may have elevated permissions on laptops used in this program (compared to other school workstations) to assist in the management of the device. This includes the ability to install devices such as home printers and to install licensed software.

Students should not misuse these privileges. The misuse of these privileges may result in disciplinary action which includes, but is not limited to, the withdrawal of the student from this program.

Damage or loss of equipment

The parent/guardian agrees to compensate the school in the event of any accidental or malicious damage to the device. This will be calculated on a per-case basis determined by the level and type of damage as outlined below.

Theft and Loss

In the case of loss or suspected theft, a parent or guardian should lodge a report with the nearest police station. It is important that the following be recorded and provided to the school:

- the crime report number
- the name of the police officer who took the report.

In both cases, a witnessed statutory declaration should be provided to the school.

On receipt of the above documentation, the school will determine a suitable amount to charge the parent/guardian for the replacement of the device if they deem it necessary.

Accidental damage

Where a laptop is accidentally damaged, the school will charge a cost depending on the level of damage to the device up to a maximum of \$500. This will be determined on a case-by-case basis at the time of the repair so as to best determine damages and the costs associated.

Wilful and malicious damage

Where the school determines that damage has been caused to a device intentionally or through gross negligence, the full cost of the repair/parts will be forwarded to the parent/guardian. This includes graffiti, intentional gouges or chips, removed parts or damage due to negligence in care and responsibility.

The school will inform parents of any charges electronically or in writing if this is the case. Students that damage the machines in this way will be removed from this program immediately.

Device Inclusion Program Charter Agreement

The Device Inclusion Program charter agreement form must be signed and returned to the school before a laptop is assigned and issued to the student. The student and parent or guardian must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I:

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students.
- understand my responsibilities regarding the use of the laptop and the internet.
- acknowledge that I understand and agree with all of the conditions detailed in the Student Laptop Charter.
- understand that failure to comply with the Student Laptop Charter could result in recall of the laptop and/or loss of access for home use.

Student's Name: (Please Print) _____ Year: _____

Student's Signature: _____ Date: ____ / ____ / ____

Parent/Guardian's Name: (Please Print) _____

Parent/Guardian's Signature: _____ Date: ____ / ____ / ____

PLEASE RETURN THIS FORM TO THE ADMINISTRATION OFFICE

Office Use Only

This student is confirmed as being eligible for the DIP – Signature: _____

Approval has been granted to supply a device – Signature: _____

Computer No: _____ Model: _____

Condition: _____

